

**The United States District Court
Southern District of Florida
NOTICE OF VACANCY**

Position: PC Systems Administrator
Ann. No: 2011-CLK-06
Location: Miami, Florida
Salary Range: \$44,213 - \$71,898 (CL 26)
Opening Date: March 25, 2011
Closing Date: April 8, 2011, or until filled.

Please note: The work schedule will be from 10:00 a.m. - 7:00 p.m. and may be subject to change.

Position Overview

This position is located in the United States District Court Clerk's Office, Computer Services - Miami. This position requires a unique mix of information technology(IT), telecommunications, and audio visual expertise. One of the primary duties is to provide user support and problem resolution to desktop, laptop, Apple devices, printers, and scanners. Assist users experiencing difficulties in the use of applications such as word processing, database applications, and other software programs used by the court. Assists in evaluating IT functions presently performed and make recommendations on technical and operational changes. Manages the IT Help Desk database. Customizes standard PC and MAC software and trains personnel in their use. Prepares and maintains documentation for local programs. Identify requirements for procurement of future IT equipment. Provides back up assistance to both the Telecommunications Specialist and the Courtroom Technology Specialist for telephones, evidence presentation systems, audiovisual, video and sound systems. This includes support of PDAs, iPhones, SmartPhones and other mobile devices (iPads and tablets). Perform inventory control duties. Perform other IT and related duties as assigned.

Qualification Requirements

Requires one year of specialized experience which is defined as: progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. Technical experience related to: data processing, office automation, and data communications functions, applications, terminology, maintenance, and repair of current generation computer equipment and systems, including peripherals, a working knowledge or ability to operate such equipment and to diagnose and correct machine malfunctions is required. **Experience should include responsibility for the implementation, and/or support of computer systems with Windows XP/7, Linux, and MAC iOS X. Candidate should also have experience in the following applications; Microsoft Office, Adobe Acrobat, various Antivirus/Malware products, and various communication software products. Desired experience in Word Perfect, Lotus Notes, court functions, operations, and work flow.**

Preferred Experience: Preference will be given to applicants with:

- Bachelors Degree or advanced degree in Computer Science or related field.

Desirable Characteristics

Successful candidate should be a self-starter, mature, highly organized, possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times. Must possess the ability to work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. Must be able to balance the demands of varying workload responsibilities and deadlines. **Requires demonstrated ability to provide quality service to all customers, both internal and external, by communicating information professionally, tactfully, accurately, and in a timely manner.**

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Assistant Systems Administrator.

Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Employee Benefits

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" judicial employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. Court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in a Group Life Insurance, Long Term Care Insurance, Long Term Disability Program.
- Participation in a pre-tax Flexible Spending Account.
- Participation in a Retirement Program with investment opportunities via the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.

Application Requirements:

Submit **required** application documents noted below electronically** in PDF (preferred), WordPerfect or Word format noting the Announcement Number in the subject line, and **email to: flsd_hrmail@flsd.uscourts.gov**. **If all items listed below are not received; your application will not be considered. Do not copy and paste your resume to the email.**

- Detailed resume (referencing announcement number), including salary history and personal email address.
- Application for Judicial Branch Federal employment (AO 78).
- An additional statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

United States District Court
Human Resources - Room 8S47
400 North Miami Avenue
Miami FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

Only qualified applicants will be considered for this position.
The federal courthouse has been designated a non-smoking area.
Applicant must be a U.S. citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER